**Case Manager:**

**Email:**      @roundrockisd.org

**Phone:**

**Room:**

**The things I will do as your case manager include:**

**Continuously:**

* Monitor your grades and study habits
* Be available to answer any questions you have
* Be available to assist you with any concerns you have
* Monitor your progress on IEP goals
* Handle any other need that arises throughout the year, including additional ARD meetings

**Once per 6 weeks:**

* “Officially” meet with you to discuss what is or isn’t working for you in your classes
  + (This isn’t a sit-down, boring meeting. It’s just a few questions, and I can ask you in the hall between classes, before or after school, or wherever we find the time and place)

**Once per year:**

* Handle all requirements for your annual ARD meeting
  + Have a Transition Meeting
    - (YOU tell me YOUR plans for after high school)
  + Take an Ansell-Casey Survey on the computer
    - (Shows me the areas of life you are most independent in)
  + Write your IEP goals (with input from you, your parents, and teachers)
  + Attend your ARD meeting

**Other things I can help you with include:**

* Problems with your grades
* Your classes are overwhelming you
* Questions or concerns about your accommodations
* Needing to set up tutorials with your teachers
* Strategies to be better organized
* You are having trouble managing your time
* Your having a bad day and want to pull your hair out
* Strategies to help you focus in class better
* Your having a good day and want to share it
* You’ve gotten yourself into a mess and need help getting out
* You’ve done something great and want to brag
* Strategies to study for tests or quizzes
* Help with your homework
* You don’t know where to go for college or career planning
* You don’t know what resources are available for you here at school
* You have worries or frustrations and aren’t sure where to go
* Just about anything!

**Things I need from you to help make your school experience the best it can be:**

* **ATTEND** all your classes
  + Be prepared with materials
  + Be prepared with homework
  + Be prepared to focus and learn
* **USE** your class time **WISELY** 
  + Listen instead of talking
  + Ask questions when you don’t understand
  + Take advantage of extra time by doing your class work instead of saving it for homework
* **WRITE** down all of your **ASSIGNMENTS**
  + Keep an agenda of all of your classes
  + If you need help creating one, ask me, I love this stuff
  + Keep a separate spot on your agenda for HOMEWORK assignments
  + Check off assignments that are completed
  + Write important dates (such as test dates) ahead of time
* **WORK** 
  + Set up a system with your parents for when and where you should do your homework
  + Get out your agenda and mark off the assignments you complete
  + TURN IN your work! YOU did it! Get the CREDIT!
* **ASK**
  + Ask teachers, counselors, parents, principals, friends, or whomever when you don’t understand!
  + I am the QUEEN of dumb questions, so I won’t judge you based on what you ASK!
* **CARE**
  + By doing all of the above, you show your teachers and parents you care
  + Most importantly, you show YOURSELF you are WORTH IT